Appendix B
Collecting and Reporting Data
2007 Physical Fitness Test

Suggestions for School Districts

The following suggestions for collecting student performance results have been used by school districts in past years. School districts may have other procedures they wish to use.

Suggested Options	Collecting and Reporting Process				
	Step 1	Step 2	Step 3	Step 4	Step 5
I Hand Data Entry	School district develops data collection form. (State provides sample forms.)	Teachers record performance task scores by hand.	School district transfers data to electronic format and compiles results.	School district provides results back to schools and teachers.	School district sends data to state PFT contractor.
II Data-Entry Web Site	School district uses state-developed sample data collection form.	Teachers record performance task scores by hand.	Teachers or school district personnel enter data onto Web site designed for online PFT data entry. Data goes directly to state PFT contractor.	School district provides results back to schools and teachers.	N/A
III Scannable Forms	School district develops scannable forms.	Teachers record performance task scores on scannable forms.	School district compiles data electronically.	School district provides results back to schools and teachers.	School district sends data to state PFT contractor.
IV FITNESSGRAM® Software*	School district uses FITNESSGRAM® software.	Teachers record performance task scores using FITNESSGRAM® software.	School district exports data from FITNESSGRAM® software into state format.*	School district and/or teacher uses software to create student and parent results.	School district sends data to state PFT contractor.
V Outside Agency Contract	School district contracts with one of many fee-for-service agencies.	Teachers record performance task scores by hand or on scannable forms, depending upon agreement with contracted agency.	Contracted agency compiles data electronically.	Depending upon agreement, agency provides school district and schools with results.	Agency sends data to EDS or sends data back to school district and school district sends data to state PFT contractor.

* To use this option, the data from FITNESSGRAM® 6.0 must be exported using the custom format option. The file should be saved as Excel 5.0. From FITNESSGRAM® 8.0 use the "Export to FG6" option and save as a CSV file.